

APPENDIX 3

SCHEDULE B TO CH.217, ART. II
SCHEDULE OF REPEALED PROVISIONS

1. The following provisions of the former municipalities' by-laws are repealed:

- (1) **Bylaw No. 26-91 of the former Borough of East York, being a bylaw “To establish schedules of retention periods for Municipal Records,” as amended, is amended by repealing the entries indicated in the following table.**

Schedule “B”

FINANCE AND PERSONNEL

(In Column 1)

(In Column 2)

Grievance Files

7 years after
settlement

Water Accounts Receivable and Billing Registers

7 years

Schedule “C”

FIRE DEPARTMENT

Fire Protection System Specifications

P

Fire Reports – Borough Copy

10 years

Notice of Violation re Fire Inspection

3 years subject to
archival review

Request for Inspection

3 years

Schedule “D”

PARKS AND RECREATION DEPARTMENT

Complaints/Investigations General

5 yrs. - after
termination, subject to
archival review

(2) Municipal Code Chapter 28, Document Retention, of the former City of Etobicoke is amended by repealing the entries indicated in the following table.

**RECORD RETENTION SCHEDULE FOR BUILDING DEPARTMENT
SCHEDULE "A"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Building Department	4520	Fire Damage Reports	P

**RECORD RETENTION SCHEDULE FOR CLERK'S DEPARTMENT
SCHEDULE "B"**

Council	5009	Miscellaneous Subject Record	P
Records Management	5160	Minutes of Record Resource Sub- Committee Meetings	P
	5159	Minutes of Record Retention Sub- Committee Meetings	P
	5158	Minutes of Records Management & Micrographics Committee Meetings	P

**RECORD RETENTION SCHEDULE FOR FINANCE DEPARTMENT
SCHEDULE "D"**

Pay Office	6146	Income Tax – T-4(A) Forms	7 years
	6147	Income Tax TD-1 Forms	7 years
	6151	Workmens Compensation	7 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Treasury	6048	Workmen's Compensation	P
Accounting	6118	Computer Printouts	7 years

RECORD RETENTION SCHEDULE FOR
FIRE DEPARTMENT
SCHEDULE "E"

Administration	6501	Alarm Report	7 years
	6507	Fire Prevention Inspections	20 years

RECORD RETENTION SCHEDULE FOR MUNICIPAL PROPERTIES
SCHEDULE "F"

	7008	Safety Award File	10 years
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RECORD RETENTION SCHEDULE FOR PARKS
& RECREATION SERVICES DEPARTMENT
SCHEDULE "G"

Administration	7551	Payroll Time Sheets	3 years
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RECORDS RETENTION SCHEDULE FOR PERSONNEL DEPARTMENT
SCHEDULE "H"

	8001	Safety Posters	C until next campaign
Administration	8005	General Correspondence/ Safety	7 years
	8008	Minutes of Safety Committee Meetings – Originals	P
	8055	Union Grievances	P

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8058	Union Arbitration	P

RECORDS RETENTION SCHEDULE FOR PLANNING DEPARTMENT
SCHEDULE "I"

Graphics	8537	Etobicoke Roads Technical Committee	1 year
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RECORDS RETENTION SCHEDULE FOR WORKS DEPARTMENT
SCHEDULE "J"

Roads – Operations	9238	Driver's Accident Report	Duration of employment
	9239	Workmen's Compensation Update	Duration of employment
General Office	9216	Accidents	5 years
Construction	9075	Inspectors' Daily Report	7 years
Utilities – Operation	9113	Recoverable Work Documents	7 years
	9141	Supervisor Report of Accident Investigation	7 years
	9145	Driver Accident Report	Duration of employment

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
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RECORDS RETENTION SCHEDULE FOR ETOBICOKE COMMUNITY
HEALTH DEPARTMENT
SCHEDULE "K"

Administration	4017	Dental Health Records	10 years
Nursing	4021	Departmental Meetings	2 years
	4029	Immunization Clinic Count	1 year
	4030	Public Immunization Clinic Sheets	10 years

RECORDS RETENTION SCHEDULE FOR ETOBICOKE OLYMPIUM (Board)
SCHEDULE "L"

Aquatics	9532	Safety Regulations re: Guards	5 years
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- (3) **Bylaw No. 2561 of the former Municipality of Metropolitan Toronto, being a bylaw “To establish schedules of retention periods for records of the Municipality of Metropolitan Toronto,” as amended, is amended by repealing the entries indicated in the following table.**

(In Column 1)	(In Column 2)	(In Column 2)
Parks (2561)	Duplicate Pay Sheets	2
Metropolitan Licensing Commission (2834)	Duplicate Pay Sheets	2
	Payroll Register	P
Works (3068)	Duplicate Paysheets	2
Property (2-72)	Duplicate Paysheets	2 years
Legal (144-80)	Files involving Labour Arbitrations and Tribunal Adjudications	5 years
	Files involving Workmen’s Compensation Claims	50 years
Roads and Traffic (15-85)	Employee Accidents	Until Settled
	Maintenance Reports	4 Years

(In Column 1)	(In Column 2)	(In Column 2)
Community Services Department (103-87)		
Administrative Services Division, Financial and Administrative Services	Basic Dental Care Authorizations	6 years
Administrative Services Division – Personnel Services	Grievances	Archives
	Employee Accidents	Until Settled
Management Services (103-87)		
Administration	T4 Slips	4 years
Roads and Traffic (103-87)	Winter Maintenance Contracts	Duration of Contracts + 10
Treasury Department (103-87)		
Pensions	T4A (Statement of Pension, Retirement, Annuity and other Income)	7
Licensing Commission (104-87)	Attendance Register	7

(In Column 1)

(In Column 2)

(In Column 2)

Information
Collection
Management –
Administrative
(Parking Tags)
(114-97)

Accounting
Services (Parking
Tags)

Counter Receipt Controls (Tag
Error Investigation)

Audit Clearance + 1 Y

Banking Records

C + 6

ECP-invoices, purchase
orders/requisitions

C + 6

Information
Systems
Management
(Parking Tags)
and Parking Fine
Collection Service

Back up Tapes and Tags Imaged

1

- (4) **Bylaw No. 27502 of the former City of North York, being a bylaw “To establish a schedule of retention periods for records in the possession of the City of North York and the Hydro-Electric Commission of the City of North York”, is amended by repealing the entries indicated in the following table.**

Schedule “A” to By-law No. 27502 Schedule of Retention Periods		
Department	Records	Retention Periods (Years)
_____	_____	_____
Fire	Emergency Call Time Cards	P
	F.M.O. Fire Investigation Reports	P
	Fire Prevention Investigation Reports	5
	Public & Institutional Inspection Reports	P
	School & Universities Inspection Reports	P
Dental Section	Complaints – Dental Program	3
	Daily Dental Reports	1
	Dental Charts	10
	Dental Consent Cards	13
	Monthly Dental Report Forms	1
	Nominal Roll – Schools	1
Personnel	Workmen’s Compensation Claims	54
Traffic	Accident Statistics	7
	Accident Statistics (Punch Cards)	P

<u>Department</u>	<u>Records</u>	<u>Retention Periods (Years)</u>
Treasury		
Payroll	T-4 Statements	6
	T-4 Statements (not delivered)	2
	Workmen's Compensation Forms 7 & 9	6

- (5) **Bylaw No. 24987, being a bylaw of the former City of Scarborough “To establish a schedule of retention periods for records in the possession of the City of Scarborough”, is amended by repealing the entries indicated in the following table.**

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
HEALTH						
<u>Communicable Diseases/Clinical Services (0403)</u>						
04	03	09	622	000	Clinic Patient Records / Correspondence	10
<u>Growth & Development (0405)</u>						
04	05	09	640	000	Nursing Records / Discharged *20 years after discharge or 5 years after death	20*
<u>Dental Services (0402)</u>						
04	02	09	500	000	Dental Correspondence	05
04	02	09	501	000	Dental Screening & Treatment Records	10

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
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RECREATION, PARK & CULTURE DEPARTMENT

Recreation, Parks & Culture (1101)

11	01	02	931	110	Income Tax – TD1 (Part Time	07
11	01	12	112	300	Pay Claim (Weekly)	07
11	01	12	112	301	Pay Claim Proof of Validation	07

TREASURY SERVICES

Payroll (1407)

14	07	02	170	111	Payroll Cheque Register	07
14	07	02	931	100	Income Tax – TD1 Forms	07
14	07	02	931	200	Income Tax – T4 Forms	07

Revenue (1412)

14	12	02	110	100	Tax Billing Journal Sheets	10
14	12	02	110	200	Tax Journal	10
14	12	02	162	500	Tax Payments By Batch – Microfilm	10
14	12	02	211	200	Business Tax Correspondence	4
14	12	03	470		Tax Billing Journal Sheets	

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
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WORKS & ENVIRONMENT DEPARTMENT

Works & Environment (1601)

16	01	04	410	000	Safety & Accident Prevention	07
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FIRE DEPARTMENT

Fire Administration

18	01	08	203	000	Run Reports (Microfilm)	PP
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18	01	08	401	000	Inspection Reports/Data	02
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18	01	08	402	000	Inspection Reports (Microfilm)	20
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OFFICE OF THE CITY MANAGER

Human Resources Administration (2602)

26	02	04	540	000	Unions – Arbitration / Grievances	PP
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(6)Municipal Code, Chapter 97, Records Retention, of the former City of Toronto is amended by repealing the entries indicated in the following table.

SCHEDULE A
RECORDS OF THE CITY

BUILDINGS & INSPECTIONS

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Fire Equipment Building files	001811	PC	Life of Building

CITY CLERK'S

Workmen's Compensation Board Charges Additions to Collectors' Roll	000267	2	5
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CITY PROPERTY

Workmen's Compensation Awards Compensation	001229	2	5
Workmen's Compensation Reports	000536	PC	7

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
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FINANCE

Civic Pension Payment Sheets	000398	2	---
Detailed Cost Analysis	000332	3	P
	001358	5	0
Equipment Inventories	000075	2	P
Fire Pension Payment Vouchers (Sheets)	000399	2	---
Grievance Files	002507	PC	5
Income Tax Forms – T4	000422	3	5
	001223	3	5
Minutes of Pension Committee	000094	20	P
	000095	20	P
Paysheets – Civic & Fire Pensioners - Civic Payroll	001343	2	----
Report on Equipment Operation	000583		
T4A's	000426	2	4
	000427	2	4
	002193	2	4
Tax Address Reference Cards	000252		

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Tax Apportionment Vouchers	000262		
Tax Ledger Cards: Realty	000272		
Water Revenue Allowance Registers	000297	2	---
Water Revenue Charges Register	000298	2	---
FIRE			
Arson Information Sheets	002506	2	---
Equipment Damage Report	002044	1	1
Fire Report: Hydrant & Sprinkler	000550	2	P
Fire Inspection Files	002033	PC	2
Fire Plans	000961	---	1
Fire Report: Index	001292	2	P
Fire Report: Miscellaneous Alarms	001289	2	P
Fire Report: Other than Hydrant & Sprinkler	001288	2	P
Ontario Fire Marshal Reports	001757	1 month	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
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LABOUR RELATIONS

Settlement Library - Arbitration Awards and Minutes	002555	PC	---
General Files	001547	5	---
Grievance and Arbitration Files	001548	5	25
Grievance Analysis System	002483	PC	---

LEGAL DEPARTMENT

Human Rights/Charter of Rights Files	002272	Case Completion	10
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MANAGEMENT SERVICES

General Grant Applications	001121	1	5
Health and Safety Files	001568	5	45
Human Rights Complaints	002589	7	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
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PARKING AUTHORITY OF TORONTO

Workmen's Compensation Board Statements	000868	2	---
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PARKS AND RECREATION

Bi-weekly Attendance Reports	000457	2	6
Personnel Overtime Records	002519	3	
Time Sheets	000458	2	6

PUBLIC HEALTH

Collective Living Centre – Adult Dental Assessment	002367	2	8
Collective Living Centre – Dental Examination Summary	002585	2	8
Collective Living Centre Dental Program – Dental Assessment Form	002587	2	8

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Dental Appointment Books	002311	2	15
	002315	2	15
	002317	2	15
	002320	2	15
Dental Case Histories	000950	---	10
Dental Clinic Daily Reports	000764	3	---
	001961	3	---
	001962	3	---
	001963	3	---
Dental Information Patient Record (DIS Form)	002467	2	---
Dental Information System	002466	PC	---
Dental Hygiene Team Patient Record	000765	2	8
Geriatric Dental Assessment Form	002468	2	---
Government Grants Correspondence	000987	---	20
Healthiest Babies Possible Dietitian Records	002234	2	8
Immunization Programs	000744	5	---
Immunization: Special Programs	000743	3	15

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Loan and Grant Assistance	000956	1	21
Patient Dental Record	001975	2	15
	001976	2	15
Pre-school Registration Dental Lists	000770	3	---
	001970	3	---
	001971	3	---
	001972	3	---
Prenatal and Postnatal Risk Criteria Input Forms	002580	PC	---
Seniors Dental Treatment Program Records	002488	2	8
	002489	2	8
	002490	2	8
	002491	2	8

PUBLIC WORKS AND THE ENVIRONMENT

Illness and Accident File Cards	001081	PC	---
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Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
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PURCHASING AND SUPPLY

Accident Report Files	000585	10	---
Equipment Accounting/ Operations Reports	002079	2	---
Equipment Inventory	002109	2	5

TORONTO HISTORICAL BOARD

Health and Safety Reports	002460	6	---
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TORONTO PUBLIC LIBRARY BOARD

Grievance & Arbitration Files	001701	PC	P
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(7) Bylaw No. 2371-76 of the former City of York, being a bylaw “To establish schedules of retention periods for municipal records,” as amended, is amended by repealing the entries indicated in the following table.

Schedule A		
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
		<u>Retention Periods</u> <u>(Years)</u>
<u>Fire Department</u>	In-Service Inspection Reports	12
<u>Health Department</u> <u>Dental</u>	Inspection Records, classroom	1
<u>Parks and Recreation Department</u>	Tax – Income (T-4 Slips) part-time	7
	Tax – Income (TD-1 Slips) part-time employees	7
<u>Works Department</u> <u>Traffic Division</u>	Accident – Field Sheets	3 yrs.